



Dunstan High School

SEEK WISDOM AS GOLD
RAPUHIA TE MATAURANGA HEI TAONGA

Boarding Application Information Pack 2019

Boarding Application Process

Thank you for considering an application to board at Dunstan High School Hostel. Before deciding to apply for the Hostel you are welcome to view the facilities and meet with management to discuss hostel life. Please contact the Office Manager for an appointment.

How to Apply:

Please complete the following forms (attached to this document):

1. Dunstan High School Enrolment Form.
2. Hostel Application Form.

When complete, please return them to the School Enrolment Office – the postal address is:

Enrolments, Dunstan High School, 12 Enterprise Street, Alexandra 9320.

When your forms are received at our office, an appointment will be made for you to have an enrolment interview and tour of the facilities with the Hostel Manager and the School Principal. A decision will be made on your application following this interview.

If you wish to be considered in our first round of offers please ensure that your application has been received by our office **no later than 13 July 2018.**

What happens when your application has been reviewed:

You will receive a letter confirming the outcome of your application for enrolment at the High School and the Hostel. If your application is successful you will receive a signed "Offer to Place Student in Boarding Programme". When this is signed by you and returned to the School, your place in the Hostel is confirmed. Our first round of offers is usually made in the week following the closing date above.

Late applications:

We may consider applications for enrolment at any time and those made after 13 July will be considered and places may be offered if available.

Open Evening (Year 8 students)

An open evening will be held for all Year 8 students in Term 3. Students who are enrolled at the Hostel, as well as their parents, are invited to attend this open evening. However, attendance is not expected if long travel distances are involved.

Welcome Evening (New Year 9 students)

In January, students whose enrolments have been confirmed will receive a letter outlining orientation and welcome procedures for the new school year. This will include a welcome barbeque tea for new Year 9 students and their families the evening before the first day of school. This is an opportunity for new students to settle in before the arrival of other students and for families to familiarise themselves with the students' new home.

If you have any questions about this process please do not hesitate to contact:

The Office Manager
Dunstan High School
12 Enterprise Street
Alexandra 9320

The Hostel Manager
99 Russell Street
Alexandra 9320

T: 03 448 8595
E: office@dunstan.school.nz

T: 03 448 7506
E: hostel@dunstan.school.nz

PLEASE NOTE: All enrolment enquiries should be directed to the Office Manager in the first instance.

Applicant Selection Guidelines

These guidelines will be used to select students for enrolment at the Hostel if necessary.

1. The geographical location of students. Preference will be given to applicants for whom Dunstan is their nearest high school, and who live "beyond the bus stop".
2. Existing members of the Hostel family. Preference will be given to applicants who have siblings currently attending the Hostel.
3. The children of former Dunstan High School Hostel students will have preference over students without family ties to the hostel.
4. Suitability of the student for hostel life. Preference will be given to applicants who, in the view of management, have demonstrated appropriate behaviour, engagement with learning, sporting and cultural activities to manage the expectations of students boarding at the Hostel.
5. Special needs match. Students with special needs will be considered where there is an appropriate match between the special needs of the student and the resources available at the Hostel to meet these needs. Consideration will be given to ensuring a balanced range of needs across the entire student cohort.
6. International Students. The Hostel will enroll international students to further the school's international goals. Total numbers of international students will be limited, as will the number of students from any one country. This will protect the quality of the experience for international students as well ensuring an overall balance of students at the Hostel.

Fees Structure

Domestic Students 2019

Five-Day Boarding

Five-day boarding students may arrive at the Hostel from 8am Monday morning and remain until 5 pm Friday afternoon. (N.B. Any students at the Hostel outside these hours will be charged the applicable casual boarding fees below.)

Current Fees: **\$8,872** per annum

Fees are payable in three installments of \$2,957.33. The installments are due on 3rd February, 19th May and 25th August.

A prompt payment discount of \$70 per installment will be deducted if payment is received prior to the due date (*the installment amount due after the prompt payment discount is \$2,887.33*).

Seven-Day Boarding

Seven-day boarders may arrive at the Hostel after 5pm on the evening prior to the commencement of term and may stay until 5pm of the last day of term. The Hostel will normally be closed for all weekends which include a public holiday.

Current Fees: **\$13,306** per annum

Fees are payable in three installments of \$4,435.33. The installments are due on 3rd February, 19th May and 25th August.

A prompt payment discount of \$70 per installment will be deducted if payment is received prior to the due date (*the installment amount due after the prompt payment discount is \$4,365.33*).

Activity Fee: An additional \$200 per term is charged in advance each term to cover weekend activity costs and other sundry expenses for seven-day students. Any unspent money from this account is credited back to the student account at the end of the year.

Payment Options

Annual fees are payable in advance in three installments. Parents may prefer to establish a regular weekly payment by direct debit, which can be arranged through the school office.

Casual Boarding

Casual boarding maybe available over the weekends to five-day students, at the discretion of management, and will be invoiced separately.

Casual Boarding (Standard Rate): \$30.00 per 24-hour period or part thereof.

Additional fee for unarranged casual boarding: \$80.00 per 24-hour period, or part thereof (total \$110 per 24-hour period).

Boarding Allowances

A range of government financial support is available for students who board at the Hostel. Visit the Ministry of education website for eligibility details, frequently asked questions and application forms. <http://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/>

Account Enquiries: Please contact accounts@dunstan.school.nz or 03 448 8595 and ask for the accounts officer. All other enquiries regarding fees should be directed to the Hostel Manager.

All prices include GST. Current pricing is valid for enrolments starting before 31/12/18. Board of Trustee policy is that fees are reviewed annually, and are effective from 31 January. This Fees Schedule forms part of the agreement between parents of students at the Hostel and the Dunstan High School Board of Trustees. It should be read in conjunction with the Dunstan High School Hostel Standard Terms and Conditions of Enrolment.



Student Background Information

Warning: Failure to fully and accurately disclose all relevant information may result in the cancellation of a student's enrolment.

Current Living Arrangements: Include any shared custody or other arrangements, orders or restrictions.			
School or Other Education History			
Current School Name:		Year Level Now:	
Sporting Interests:		Cultural Interests:	
Please list previous schools and years of attendance:			
School Name:	Start Date	Leaving Date	

Reasons for applying for Boarding Programme.

Please briefly state reasons for applying for boarding placement at DHS Hostel.

Medical Information

Full medical information will be stored and updated from school records. Please *briefly* outline medical background including any ongoing illness/medication etc.

Other Relevant Information

Please provide any other information regarding student history / behavior / special needs which may be relevant or important.

Please circle the ways by which you heard about our boarding programme.

Newspaper Advert Internet Search Internet Advert Agent

Word of Mouth Family Connection Mailbox Flyer Event

Other – please describe



REFEREES:

Please provide the names and addresses of three referees who may be contacted to provide information to support your application.

1.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

2.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

3.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

Standard Terms and Conditions of Acceptance into Boarding Programme

1. On signing this form parents become liable for the payment of the Annual Boarding Fee until the Placement Finish Date stated on the "Offer To Place". If no "Offer To Place" exists, the Placement Finish Date for the purposes of this agreement, will be deemed to be the end of the student's fifth year of high school.
2. The Annual Boarding Fee amount and due dates are outlined in the Hostel Fees Schedule. This schedule will be provided in writing to parents annually and the latest version will be available on the school website. In the event that a student subsequently withdraws from the programme the provisions of Clauses 4 and 5 below will apply.
3. Dunstan High School Board of Trustees reserves the right to increase Hostel fees at any time. Six weeks written notice will be given of any fee increases during the academic year. The Board of Trustees may also vary these Standard Terms and Conditions from time to time. Parents will be informed of any variations in writing and the latest version will be available from the school website.
4. No reduction in fees will be made on account of any absence from the Hostel for any reason.
5. Parents wishing to terminate boarding before the Placement Finish Date must give ten weeks notice, in writing, to the Hostel, and are liable for Boarding Fees incurred during this notice time. A minimum of one third of the Annual Boarding Fee is payable for any student enrolled in the programme.
6. Students agree to abide by all Hostel and School policy and procedures.
7. Students who are sick may be required to return home, and parents agree to make suitable arrangements to ensure that students in this situation are collected as soon as is practical.
8. Attendance at the Hostel is subject to review and will depend upon student behaviour and the timely payment of Hostel fees.
9. Parents must complete the Parental Approval and Permission Form.
10. Parents must accurately complete the Dunstan High School enrolment form, including medical information, as this information will be used to ensure we provide appropriate daily and medical care for hostel students.

We have read and understood the conditions outlined above and agree to be bound by these conditions:

Student Name:		Signature:	
Parent / Guardian:		Signature:	
Address:		Date:	

This form becomes confirmation of acceptance and a valid contract when signed below:
Signed on behalf of the Dunstan High School Hostel:

Gareth Lochaden _____
Director of Boarding

Date: _____



Hostel Parental Approval and Permission Form

Student Name:			
Parent (Caregiver):			
Address:			
Home Tel:		Work Tel:	
		Mobile Tel:	
Email Address:			

Permission to Leave the Hostel Grounds Unsupervised. (Town Leave)

I give permission for my Son/Daughter to leave the hostel grounds unsupervised in order to conduct private business in public, commercial, professional and retail areas of the township of Alexandra.

- At any time
 Once per week
 Never

Approval to Visit Private Residences. (Friends)

I give permission for my Son/Daughter to visit the following friends or relatives at their private residences. This may include leave from the hostel for dinner and prep. I give permission for the person listed (or parent of person listed if they are under 25 yrs of age) to transport my son/daughter in a motor vehicle to and from the address listed or for my son/daughter to use the school bus service to reach the residence concerned.

Name	Address	Telephone	Relationship

Permission to attend regular work, practices and after school events.

I give permission for my son daughter to attend the following regularly scheduled activities:

Activity	Details (include transport arrangements)



Transport Arrangements to/from the Hostel

My son/daughter will normally be travelling to or from the Hostel each week/term in the following way:

The following other arrangements may be made from time to time:

Use of Motor Vehicles

My son/daughter has permission to drive a private motor vehicle supplied by us:

To/from the Hostel each week

and

Nowhere else

or

to any other organized events when distance or practicality make this appropriate

or

to the following list of activities and not others

List:

Other conditions:

Vehicle Registration Number		Vehicle Make and Colour	
Driver's Licence Type		Driver's Licence Number	

Other passengers from this family who may be carried in this vehicle as described above:

Photo/Media Release

From time to time during the year, photographs are taken for use in promoting and publicizing DHS Hostel. In signing this form, I agree to the fair use of my son's/daughter's image by DHS Hostel for the promotion of its facilities and programmes.

Approval Confirmation:

I have carefully read and considered each section of this form and give my approval for my son/daughter to carry out the actions and activities described above.

Parent's Name:	Signature:	Date:

Office Use:

Loaded:

D/L sighted:

Approved: